

February 1, 2012

Dear Client:

You will soon be receiving the State of Michigan Unemployment **Tax Rate Determination For Calendar Year 2012** for your business. We are just writing as a friendly reminder that you need to update this information in your bookkeeping software as soon as you receive it. If you do not prepare the payroll in-house then you need to be sure to send it to us or your payroll preparer as soon as you receive it.

If you need assistance in how to do this or where to enter it in your software call me and I can assist you. I can be reached at 906-482-6601 ext. 17.

Also, be sure to send us a copy of the Tax Rate Determination letter for our file as soon as you receive it.

Sincerely,

Kelly

Kelly Destrampe
Manager of Payroll Services